



**To:** Parks, Recreation and Cultural Services Committee  
**From:** Kate Sparrow, Director, Recreation & Cultural Services  
**Re:** Request for Funding - Therapeutic Equestrian Society

**Date:** April 5, 2002  
**File:** -

**Staff Recommendation**

1. That additional funding request from the Richmond Therapeutic Equestrian Society be denied; and,
2. That future requests for funding from the Richmond Therapeutic Equestrian Society be referred to 2003 Grant Programs.

*K Sparrow*

Kate Sparrow  
Director, Recreation & Cultural Services

Att.

FOR ORIGINATING DIVISION USE ONLY		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Budgets & Accounting	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	<i>[Signature]</i>

**Staff Report**

**Origin**

At the March 25, 2002 Council meeting, the following motion was adopted:

*“That staff report to Council, through Committee, on the request for funding from the Therapeutic Equestrian Society. “*

**Findings of Fact**

On September 24, 2001 Richmond Therapeutic Equestrian Society (RTES) submitted a letter to Mayor and Council requesting funding in the amount of \$26,694 or \$30,174. (Appendix A). The request for funding was directed the City of Richmond Grant process for consideration.

RTES is an incorporated Society that exists in Richmond. RTES provides a therapeutic riding activity for children and youth with disabilities that are unable to participate in many other activities in the community. Their role is to try and provide a service that is an aid in treating various physical, mental and emotional disorders through horseback riding.

RTES met with staff in October requesting inclusion as an ongoing budget item. Staff recommended that they request funding through the budget process and through the grant process.

In the grant review process, the application was reviewed and \$2000.00 was awarded to the Association. RTES was frustrated with the grant process and felt they were not receiving an appropriate level of support through this process.

An additional level request was submitted for consideration in the 2002 operating budget for the amount of \$30,174 in October, 2001, however that request was not funded through the budget process. (Appendix B).

**Analysis**

In reviewing the options available, staff directed the request through the grant process. The application met the eligibility criteria and did receive funding. The recent history of funding requests is outlined in the table below.

<u>Year</u>	<u>Amount Requested</u>	<u>Amount Received</u>
1999	5,000	1,000
2000	5,000	1,000
2001	50,000	1,500
2002	26,964	2,000

During the budget process, Council recommended that \$200,000 be directed from Casino funds to a Special Grant process. During the budget process, \$53,000 was allocated from this funding.

At this point, \$147,000 is unallocated. The Richmond Therapeutic Equestrian Society could be funded from this source.

The RTES request was given due consideration through the grant and the budget process resulting in no increase levels of funding recommended outside of the original \$2000.00.

Future application to this process would be deemed appropriate as the RTES program would meet the City grants criteria. (Appendix C).

**Financial Impact**

There would be no impact, as funds for the grant process would be appropriated for future years.

**Conclusion**

The RTES request for funding fits within the guidelines for the annual grant process. This year due consideration of the request was given through a variety of avenues. No further funding is recommended.



Sean Davies  
Special Needs Coordinator

SD:sd

September 14, 2001



Mrs. Lyn Greenhill, Acting Mayor  
and Members of Council,  
6911 No. 3 Rd.,  
Richmond, B.C. V6Y 2C1

Dear Mayor and Members of Council,

Further to our meeting with Cathy Volkering Carlile General Manager of Parks, Recreation and Cultural Services, and earlier conversations with a number of Council members, I am writing to request annual financial support for the Richmond Therapeutic Equestrian Society's program. Support, similar to that which is provided by the City to many of the Sports and Recreational programs in the community.

This request is also a follow up on earlier presentations to Committee of Council and/or Council at which time both the Disability Resource Centre and the Richmond Therapeutic Equestrian Society's programs were being discussed.

It has been the Richmond's policy to provide assistance to many sports and recreational groups in the community by way of provision of space in City facilities (indoor and/or outdoor) or through covering the rental of space and specific overhead costs (utilities, maintenance, as examples), including facilities at Riverport. It has been suggested to me that this same policy could be used to address the needs of our program.

At the present time our organization's program is moving to the recently constructed Indoor Riding Arena at Twin Oaks Riding Centre, at 13671 No. 3 Rd. A building which has an attached support area for our exclusive use. Over the next few months we will be expanding our program with the intent to include more people with disabilities in this recreational/therapeutic activity (with the focus still being on children with disabilities). This will involve increasing the hours of operation as well as the number of days the program is offered.

As you will see from the enclosed budget, the anticipated overhead costs which would qualify for the financial support I am requesting are similar to those of other groups which are being assisted in this manner. Leasing/use of facility costs will be about \$2,100 per month plus 1/2 of GST for a total of \$26,964. If some utility costs are included the total would be \$30,174 annually. These amounts are in keeping with funds provided or used by the City for other sports or recreational organizations.

8160 Railway Avenue ♦ Richmond, B.C ♦ V7C 3K2 ♦ Office: (604) 277-3158 ♦ Fax: (604) 277-4285  
Program Director: (604) 817-9631

The Richmond Therapeutic Equestrian Society is keenly aware that the City of Richmond is very proud of this program. A program which was originally initiated by the Special Needs Department within Recreation & Cultural Services, and is promoted as one of the recreational activities of the City for people with disabilities. It is one of the very few special recreational activities for children with disabilities and one of the only year-round program(s) under the City's umbrella that exists for special needs children in the community..

If you have not already visited our new facility at Twin Oaks Riding Centre, I invite you to do so at your convenience. Please give me a call @ 604-277-3158 or call Max Read our program director @ 604-817-9631,

Thanking you for your consideration,

Sincerely,

*Frances Clark*

Frances Clark  
Chair

c.c. Cathy Volkering Carlile, General Manager of Parks, Recreation & Cultural Services  
George Duncan, Chief Administrative Officer



DRAFT OPERATING BUDGET  
April 1st., 2002 - March 31st., 2003

EXPENSES

Wages	79,017
Program Development	1,500
Hydro	3,600
Space for program	25,500
general expenses for horses	2,300
Equipment	1,500
Office & related supplies	1,500
Printing	500
Insurance	1,080
Phone	850
Fundraising	2,500
Misc. expenses	1,600
Contingency	5,000
Total	<hr/> \$ 126,447

INCOME

Direct Access Gaming	\$ 33,000
City of Richmond	26,964
Memberships	1,000
Riding Fees	12,500
Ilich Foundation	10,000
Luncheon/Dinner	22,500
Organizations (i.e. Steveston Harbour Lions, Travellers, Richmond Lions, Rotary, Richmond Firefighters, etc.)	12,000
Corporations (i.e. Canada Safeway, Remax) Foundations, private & public groups, Special events, etc.	8,483
Total	<hr/> \$ 126,447

**Additional Level**  
 **Consultant**  
 **Minor Capital**  
 (consult Purchasing for cost estimate)

Division: Parks, Rec Culture Account: 4300  
 Department: Recreation & Cultural Services Fund: 10  
 Manager: Kate Sparrow Org: 218  
 Mgr's Local: 4129 Program:  
 Prepared by: Sean Davies  
 Local: 4390  
 Approved by Division: Yes  No

1. DESCRIPTION (PROBLEM/OPPORTUNITY STATEMENT):	2002	2003	2004	2005	2006
External Request - Richmond Therapeutic Equestrian Society  This request is to support the Richmond Therapeutic Equestrian Society in providing a unique and beneficial recreation opportunity for children/youth with disabilities. This funding would cover the lease and some utility costs and would help them in providing this much needed service for this special population group.					
2. ALTERNATIVES/RISKS: Referral to grants budget would be an alternative. Past history has shown the grant budget has only been able to fund small grants for the program and it is not anticipated that the grants budget will have any significant increase for 2002 as no additional level is being requested. This program has competed with many other community organizations for grant dollars in the past.					
3. FINANCIAL BENEFITS AND COSTS: (in actual dollars – no rounding)					
<b>OUTFLOWS:</b>					
INITIAL CAPITAL COST	0	N/A	N/A	N/A	N/A
OPERATING COSTS	30,174	30,174	30,174	30,174	30,174
<b>TOTAL OUTFLOWS:</b>	30,174	30,174	30,174	30,174	30,174
<b>INFLOWS:</b>					
REVENUE GENERATED	0	0	0	0	0
SAVINGS ACHIEVED	0	0	0	0	0
<b>TOTAL INFLOWS:</b>	0	0	0	0	0
<b>NET COST/BENEFIT</b>	30,174	30,174	30,174	30,174	30,174
4. NON-FINANCIAL BENEFITS AND COSTS:					

This funding would allow for an expansion of an existing recreational program for children & youth with disabilities. Previously serving 24 children/youth at the Riverside Riding facility, the program's recent move and lease agreement with the Twin Oaks Riding Centre provides an opportunity to expand the program from 24 to 75 riders. While this is a positive move in increasing their ability to run a high quality program and serve more riders, it also has created a challenge in fundraising options for them due to the location being on private property.

This program is often the sole form of recreational activity that children and youth with various disabilities can participate in and receive a significant and visible benefit. There are great therapeutic values to the children, both physically and mentally. The program helps those with physical and developmental disabilities to increase their range of motion and strengthen muscles, helps with balance and can greatly increase their self-esteem. There would be a number of volunteer opportunities created in addition to their current volunteer base. Funding would also help create a second employment position within this non-profit organization to help the additional riders in their expanded time availability.

Referrals for the program come from many different areas within the community including, physiotherapists, occupational therapists, doctors, schools, community agencies, the Centre for Abilities, Sunny Hill hospital and more.

By providing funding, the city would support a recreational activity for children and youth with disabilities that would be difficult and costly for the city to run on it's own.



## **RICHMOND GRANTS POLICY**

### **GENERAL PRINCIPLES:**

The City of Richmond supports the enhancement of a positive quality of life for all its residents, and the Council recognizes that one means of helping to achieve this goal is through an annual grants program.

Applications from non-profit or registered charitable organizations and/or groups are eligible for a City grant on the basis that they:

- Offer projects, programs, services or events that have a demonstrated need in the community;
- Provide the greatest benefits to the highest number of Richmond residents;
- Exercise co-ordination and co-operation with other groups to prevent duplication of projects, programs, services or events;
- Provide evidence of having sought funding from a variety of sources;
- Promote volunteer participation and citizen involvement;
- Apply a "user pay" philosophy, where applicable;
- Use innovative approaches and techniques in addressing community issues;
- Provide documentation supporting the financial need for funding, including, but not limited to, the current financial statements of the applicant;
- Show real and financial need and demonstrate the impact that would occur following non-funding from the City;

#### **and on the understanding that:**

- Not all organizations meeting these general principles will automatically receive a grant or grant increase;
- Approval of a grant by the City in any particular year should not be viewed as an automatic ongoing source of annual funding;
- Grant renewals are not automatic, nor is any increase in funds;
- Grant approvals in a particular year, do not guarantee that grant requests in subsequent years will be successful;
- Only one application per year will be accepted per organization.

**EXCLUSIONS FROM ELIGIBILITY FOR CITY GRANT:**

- Applications from individuals;
- Activities which are restricted to people of specific religious or ethnic groups;
- Annual fund-raising campaigns, form letters requests or telephone campaigns;
- Building funds or capital construction campaigns;
- Debt retirement;
- Expenses related to attendance at seminars, workshops, symposiums, or conferences;
- Agencies which primarily fund other organizations.

• **GRANT REVIEW CONSIDERATIONS**

Not all organizations meeting the criteria will automatically receive a grant. Grant allocations are dependent on the Grants budget established by City Council.

In reviewing grant applications and preparing recommendations for grant allocations, Council may give primary consideration to the following factors:

- Basic eligibility and demonstrated organizational efficiency, effectiveness and stability;
- Number of Richmond residents served;
- Quality of service;
- Financial need of the organization;
- Community interaction;
- Role and number of volunteers;
- Use of existing community services and facilities;
- Local input into governance.

**DEFINITIONS OF ELIGIBLE GRANT CATEGORIES:**

1. **Applicable category for any application to be determined by Council.**

**Category 1** applicants must be deemed to be providing unique and essential services to the community of Richmond. Applicants must demonstrate how their services fit under this designation. Applicants who are deemed to be Category 1 applicants may apply for funding in subsequent years; and

**Category 2** applicants who receive funding would not be eligible to apply or receive funding for two subsequent years.

2. **Operating Assistance**

Regular operating expenses or core budgets of established organizations, including supplies and equipment; heat light; telephone; photocopying; rent; and administrative support salaries.

3. **Projects**

**One-time-only** projects which respond to health, social and cultural needs within Richmond, have a specific set of goals and objectives, and which have a defined start and finishing date.

4. **Programs and Services**

**Ongoing** programs and services which contribute to the health and social well being of Richmond residents, or which contribute to the general interest and advantage of the City.

5. **Events (Community Promotion)**

**Events** which enhance and contribute to the cultural life of Richmond, which promote community involvement and spirit, and which have a defined start and finishing date (but may also be held annually), and which promote Richmond outside the City.

6. **Council Discretion**

Council may, at its discretion, award grants to groups which offer a service deemed by Council to be of value to the City, or to community committees whose mandate is to function for the good of the City and its residents.